



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811
Phone 410-641-2770 Fax 410-641-2316
www.berlinmd.gov



BERLIN, MARYLAND

Mayor
Wm. Gee Williams, III

Vice President
Elroy Brittingham, Sr.

Council Members
Dean Burrell, Sr.
Lisa Hall
Troy Purnell
Thomas L. Gulyas

Town Attorney
David Gaskill

Town Administrator
Laura Allen

MAYOR AND COUNCIL MEETING

MONDAY, MARCH 28, 2016

**COUNCIL CHAMBERS – BERLIN TOWN HALL
10 WILLIAM STREET
BERLIN, MD 21811**

EXECUTIVE SESSION.....6:00 PM

REGULAR SESSION7:00 PM

Anyone having questions about the meetings mentioned above or needing special accommodations should contact Laura Allen, Town Administrator at (410) 641-4144. Written materials in alternate formats for persons with disabilities are made available upon request.

TTY users dial 7-1-1 in the State of Maryland.
TTY users outside Maryland dial 1-800-735-2258



**BERLIN MAYOR AND COUNCIL
MEETING AGENDA
Monday, March 28, 2016**

6:00 PM EXECUTIVE SESSION – BERLIN TOWN HALL

- a. Pursuant to Section §3-305(b)(1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, or officials over whom this public body has jurisdiction or any other personnel matter that affects one or more specific individuals.
- b. Pursuant to Section §3-305(b)(7) To consult with counsel to obtain legal advice on a legal matter
- c. Pursuant to Section §305(b)(8) To consult with staff, consultants or other individuals about pending or potential litigation.

7:00 PM REGULAR SESSION – Berlin Town Hall Council Chambers

1. Approval of the Minutes for:
 - a. Executive Session of 3/14/16
 - b. Statement of Closure 3/14/16
 - c. Regular Session of 3/14/16
2. Swearing in of Boards and Commissions – Mayor Williams
3. Appointments to Boards and Commissions – Mayor Williams
 - a. Parks Commission
4. Approval of Special Events:
 - a. St. Paul UMC 5K Memorial Walk/Run – April 9, 2016
 - b. Old Fashioned Memorial Day (Community Improvement Assn) – May 30, 2016
 - c. Afternoon on the Lawn (Berlin Heritage Foundation) – June 11, 2016
5. Proclamation 2016-09, Fair Housing Month, Month of April – Mary Bohlen
6. Proclamation 2016-10, Take Pride in Berlin Week, April 16th-23th, Mary Bohlen
7. Ordinance No. 2016-01, Text Amendment to Town Ordinance permitting churches as a principal use in a B-2 shopping district. Public Hearing scheduled for April 11, 2016
8. Resolution 2016-07, Resolution to rezone Tax Map 25, Parcel, 50 (the Merial Select property) from M-1 light industrial district to B-2 shopping district. Public Hearing scheduled for April 11, 2016

9. Departmental Reports:
 - a. Finance Director – Natalie Saleh
 - b. Water Resources/Public Works – Jane Kreiter
 - c. Administrative Services Director – Mary Bohlen
 - d. Electric – Tim Lawrence
 - e. Police – Arnold Downing
 - f. Planning – Dave Engelhart
 - g. Managing Director – Jeff Fleetwood
 - h. Economic and Community Development– Ivy Wells

10. Town Administrator’s Report

11. Comments from the Mayor

12. Comments from the Council

13. Comments from the Public

14. Comments from the Press

15. Adjournment



BERLIN MAYOR AND COUNCIL
MINUTES
Monday, March 14, 2016

6:00 PM EXECUTIVE SESSION – BERLIN TOWN HALL

- a. Pursuant to Section §3-305(b)(1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, or officials over whom this public body has jurisdiction or any other personnel matter that affects one or more specific individuals.
- b. Pursuant to Section §3-305(b)(8) To consult with staff, consultants or other individuals about pending or potential litigation
- c. Pursuant to Section §3-305(b)(14) Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

7:00 PM REGULAR SESSION – Berlin Town Hall Council Chambers

Present: Mayor Gee Williams, Councilmembers Thom Gulyas, Lisa Hall, Elroy Brittingham, Sr., Dean Burrell,

Absent – Town Attorney Dave Gaskill, Councilmember Troy Purnell

Staff Present: Town Administrator Laura Allen, Managing Director Jeff Fleetwood, Planning Director Dave Engelhart, , Electric Utility Director Tim Lawrence, Public Works and Water Resources Director Jane Kreiter, Administrative Services Director Mary Bohlen, Finance Director Natalie Saleh, Economic and Community Development Director Ivy Wells, Chief of Police Arnold Downing

1. Certificate of Excellence in Reliability – Berlin Electric

Mayor Williams presented Utility Director Tim Lawrence with the American Public Power Association Designation.

The recognition comes from the American Public Power Association (APPA), an organization in Washington, D.C., that represents more than 2,000 not-for-profit, community-owned electric utilities such as Berlin Electric.

Nationwide, the average outage duration per customer for utilities performing in the top 25 percent for reliability of service ranged from zero to 53 minutes. Berlin's average outage duration was 17 minutes.

APPA took Berlin Electric’s outage duration data compiled through its “eReliability Tracker Service” and compared it to the outage duration data for other electric utilities gathered by the Energy Information Administration—an independent agency that collects, analyzes and disseminates national energy data.

Mr. Lawrence commented that it was a team effort that he was proud to be a part of; Mr. Lawrence had Electric staff Augie Weinhold and Claude Littleton join him for the presentation from the Mayor.

2. Approval of the Minutes for:
 - a. Executive Session of 2/22/16

On the motion of Councilmember Gulyas, the Executive Session minutes of February 22, 2016 were approved by the following vote:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell					X
Thom Gulyas	X				
<i>Voting Tally</i>	4	0			1

- b. The Mayor read the Statement of Closure for 2/22/16
 - c. Regular Session of 2/22/16

3. On the motion of Councilmember Gulyas, the Regular Session minutes of February 22, 2016 were approved by the following vote:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell					X
Thom Gulyas	X				
<i>Voting Tally</i>	4	0			1

4. Approval of Special Events

a. May 28, 2016 5K Race with Beach Lacrosse –Brigit Taylor

Chris Kleebe of OC Tri-running and Gary Dutton of Beach Lacrosse came as representatives for the first annual 5K for the Beach Lacrosse fundraiser. Mr. Dutton noted that 90% of players are from Northern Worcester County and a minority come from Sussex County. On the motion of Councilmember Burrell, the Special Event 5K for Beach Lacrosse was approved by the following vote:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell					X
Thom Gulyas	X				
<i>Voting Tally</i>	4	0			1

b. May 29, 2016 Boggs-Disharoon Memorial Day Service - Vince Holloway

Nicole House Blanc, Vince Holloway and Don Price presented on behalf of Boggs-Disharoon for the Memorial Day Service of May 29, 2016. This is a long- standing traditional event, with everyone being invited back to the post for breakfast after the Service. On the motion of Councilmember Brittingham, the Boggs-Disharoon Memorial Day Service was approved by the following vote:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell					X
Thom Gulyas	X				
<i>Voting Tally</i>	4	0			1

c. December 3, 2016 Reindeer Run – Lisa Long

This is the 9th year for the Reindeer Run; proceeds benefit Worcester Youth and Family Services with \$1000 being donated last year. Coordinator of the event Ms. Lisa Long expects approximately 400 runners. On the motion of Councilmember Hall, the event was approved by the following vote:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell					X
Thom Gulyas	X				
<i>Voting Tally</i>	4	0			1

5. Public Hearings

- a. Resolution 2016-03,
Rezoning 109 Decatur Street for Berlin Police Department, changing from Shopping District to a Residential District – Planning Director, Dave Engelhart

The Public Hearing was opened at 7:20PM, and the statement of findings were read. With no comments being heard, the Public Hearing was closed at 7:21PM. On the motion of Councilmember Burrell, Resolution 2016-03 was approved by the following vote:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell					X
Thom Gulyas	X				
<i>Voting Tally</i>	4	0			1

- b. Resolution 2016-04, Rezoning parcels on Gay Street at 13, 15 ,19 and 21 – Planning Director, Dave Engelhart

The Public Hearing was opened at 7:25PM and the statement of findings were read. Resident Mitchell David asked to speak before the Council. Mr. David inquired about parking for the redistricting. Mr. David was assured by Mr. Engelhart that parking requirements per the Town Code would be met. Discussion followed. The Public Hearing was closed at 7:35PM. On the motion of Councilmember Gulyas, Resolution 2016-04 motion was approved by the following vote:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell					X
Thom Gulyas	X				
<i>Voting Tally</i>	4	0			1

- 6. Motion of the Mayor and Council, 2016-13, Authorizing the installation of a private septic and well system on property located at 9930 Deer Park Drive – Town Administrator, Laura Allen

Town Administrator, Laura Allen – spoke on the benefits of having a private septic and well system at 9930 Deer Park Drive. There is a significant savings to the Town and this allows the residents of said property to move forward. The owners of property signed a letter that the approval was contingent on a written commitment from owners to connect to Town water and sewer systems any time after March 14, 2018 upon 90 days of written notice from the Town. Furthermore it was

agreed that no Town trash services would be provided to the property until it was connected to the Town's water and sewer systems.

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell					X
Thom Gulyas	X				
<i>Voting Tally</i>	4	0			1

7. Motion of the Mayor and Council – 2016-14, Approving the FY17 Program Open Space Annual Program – Administrative Services Director, Mary Bohlen

Ms. Bohlen submitted the FY17 'wishlist' for parks improvements. POS funds have been cut since 2008. Discussion followed. On the motion of Councilmember Hall, the motion was approved by the following vote.

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell					X
Thom Gulyas	X				
<i>Voting Tally</i>	4	0			1

8. Resolution 2016-06, authorizing the execution of Berlin 2016 Power Supply schedule with American Municipal Power, Inc. - Town Administrator, Laura Allen

Town Administrator Laura Allen announced that the Town of Berlin was able to negotiate a significant power rate cost decrease. The new rate as of January 2018 for 3 years until December 2020 will be \$39.00 per megawatt hour. This is a 17.5% decrease. On the motion of Councilmember Burrell, the authorization was passed by the following vote:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell					X
Thom Gulyas	X				
<i>Voting Tally</i>	4	0			1

9. Motion of the Mayor and Council 2016-15

FY16 Budget Amendments – Finance Director, Natalie Saleh

Per Finance Director, Natalie Saleh these adjustments are a complete wash. They are simply reallocating funds to different accounts. The bottom line has not changed by any monies.

10. Board and Commissions Appointments

Mayor Williams issued a memo to Councilmembers requesting appointment of several members to three committees. The prospective appointments per Commission are as follows:

a. Historic District Commission (HDC)

The Mayor recommends the reappointment of Carol Rose to a three-year term on the HDC. As a new alternate The Mayor recommends Robert Poli as the new alternate for HDC

On the recommendation of Councilmember Hall, the recommendation for Historic District Commission appointments is approved by the following vote:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell					X
Thom Gulyas	X				
<i>Voting Tally</i>	4	0			1

b. Planning and Zoning Commission (P&Z)

The Mayor recommends the re-appointment of Newt Chandler to a five-year term.

On the recommendation of Councilmember Gulyas, the recommendation for Planning and Zoning appointments is approved by the following vote:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell					X
Thom Gulyas	X				
<i>Voting Tally</i>	4	0			1

c. Board of Supervisors of Elections

The Mayor recommends the appointment of two members of Berlin’s Board of Supervisors of Elections: Lou Creter and John Briddell. In addition, a replacement for Election Supervisor is needed due to failing health of Mr. Anthony Briddell. The replacement the Mayor would like to make is the addition of Rev. David Briddell.

On the recommendation of Councilmember Brittingham, the recommendations for Board of Supervisors of Elections are approved by the following vote:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell					X
Thom Gulyas	X				
<i>Voting Tally</i>	4	0			1

11. Departmental Reports

a. Finance Director – Natalie Saleh

Things are moving quickly with the Tyler Technologies conversion. The next major step is verification line by line of the Chart of Accounts. There will be virtual training March 21-29. April 6 is the last day for Logics financials. On April 11, Tyler is scheduled to be on site to go 'live'.

b. Water Resources/Public Works – Jane Kreiter

Ms. Kreiter states that "Spring has sprung", and that means the cleaning up of trees and playgrounds. April 16th is Spring Clean Up day. The staff has been doing a lot of work at the Berlin Falls Park. Councilmember Burrell expressed concern with the large pothole in front of Cannery Village on Flower Street. Ms. Kreiter said that it has been patched a dozen times. However, the very large equipment that keeps going over it causes the repeated damages. Councilmember Burrell requests the Ms. Kreiter and Town Administrator Ms. Allen follow-up with Osprey about possibly installing a steel plate.

c. Administrative Services Director – Mary Bohlen

April 16 is the beginning of Take Pride in Berlin Week. Sunrise Church will be providing lunch for participants after cleanup on the 16th. Summer movie events are still in the planning stages and are close to being finalized.

d. Electric – Tim Lawrence

Cannery Village is having light poles installed, so far, there are four LED poles, and the first of its kind in the area, there will be a total of fifteen when done. Branch Street has two new utility poles. One of the Victorian light poles was broken during a motor vehicle accident and it was replaced, up and running by 9:30AM.

e. Police – Arnold Downing

Chief Downing noted the passing of James 'Big Bake' Baker; he was a local legend and past officer of the Berlin Police Department. The Town of Berlin will be participating in funeral duty for Mr. Baker. Chief also offered Congratulations to the boys and girls Basketball teams at Stephen Decatur. He said it was a hard fought season full of teamwork. Good job athletes!

f. Planning – Dave Engelhart

Councilmember Brittingham inquired about the upcoming Habitat for Humanity housing projects and if they followed the same protocols as stick built homes. The upcoming projects are geared to be businesses on the bottom and apartments on the top. Discussion followed and Mr. Engelhart did say that the Habitat residents would have a 'sweat equity' in the projects. An update on current

projects is as follows: Arbys and Royal Farms should be permitted shortly. Dollar General has a site design to complete. Oceans East, there are no prints yet it is still in the original phase.

g. Managing Director – Jeff Fleetwood

Mr. Fleetwood thanks to the Electric, Public Works and Water Resources Departments for their work at Berlin Falls Park, there have been many aesthetic improvements done. On March 18th there will be the second annual employee recognition ceremony. Currently, we are shopping for health insurance, details are not available yet, with the exception of Dental, which there will be no increase.

h. Economic and Community Development– Ivy Wells

Ms. Wells extended a thank you to all those you who came out for the mural unveiling that was put on the side of the Visitors Center. There are two new shops coming to Berlin this month. In addition, Heart of Gold has relocated into the downtown area within Touch of Elegance. Businesses continue to apply for the façade grant, which is good news. Ms. Wells had some social media statistics; in the last nine months, there have been 30,000 views on the Berlin Mainstreet home page, with the event page being the number one section viewed.

12. Town Administrator’s Report - 2 Purchase Orders to approve

Councilmember Brittingham stepped out of the meeting in progress. There were two purchase orders to be approved. On the motion of Councilmember Burrell, both purchase orders were approved by the following vote.

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP					X
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell					X
Thom Gulyas	X				
<i>Voting Tally</i>	3	0			2

Councilmember Brittingham rejoined the meeting after the vote

13. Comments from the Mayor

None

14. Comments from the Council

Gulyas – None

Hall – Please be careful of workers on the roads, and watch out for the youth, there is a Heroin epidemic in our midst.

Brittingham – Thank you for all the support from the Town with Stephen Decatur’s Basketball teams recent playoff bid.

Burrell – Thank you to Town Administrator Laura Allen and her staff for the parking lot survey that he requested. It was very detailed and concise.

Purnell - Absent

15. Comments from the Public

Stewart Scott gave a verbal summary of a letter he sent to the Mayor asking to be hooked up to Town Water. The first step would be annexation and the purchase of an EDU.

16. Comments from the Press

17. Adjournment

On the motion of Councilmember Burrell the meeting was adjourned at 8:50PM.

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell					X
Thom Gulyas	X				
<i>Voting Tally</i>	4	0			1

Minutes respectfully submitted

Vicki Magin

Swearing in of Boards & Commissions

Mayor Williams

Appointments of Boards & Commissions

Mayor Williams



SPECIAL EVENT
TOWN STREET CLOSURE/REQUEST FOR SERVICES



This form must be completed in order to hold an event in the Town of Berlin on public streets or property. Additional documents from the Town of Berlin, or another entity, may be required. Please provide as much information as possible. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

FORM MUST BE COMPLETED AND SUBMITTED:

NO LESS THAN 60 DAYS IN ADVANCE OF THE EVENT IF STATE ROADS ARE TO BE CLOSED (SEE PAGE 2)
NO LESS THAN 30 DAYS IN ADVANCE OF ANY OTHER EVENT

Today's Date: 3/17/2016

Event Start time: 8:00AM Road Closure Start: 7:45AM

Requested Date(s) of the event: 4/9/2016

End time: 10:00AM End: 9:45AM

Name of Event: St. Paul UMC 5K Memorial Walk/Run

Location of Event: St. Paul UMC Flower St.*
*If activity is in either Stephen Decatur or Henry Park, Parks Reservation form must be complete.

Estimated number of attendees: 150 - 200

Applicant Name: J. Dale Smack

Applicant Cell Phone: 443-783-0395

Sponsoring Organization or Business Name: St. Paul UMC, Berlin MD.

Email: jds3ocje@gmail.com

Person(s) to Contact Day of Event: Name: Dale Smack Cell # 443-783-0395
Name: Arnold Downing Cell # 443-235-0202

Description of event: Annual Memorial Walk/Run sponsored by members of St. Paul United Methodist Church. This event will continue in the church parking lot after the walk/Run. All are welcome to attend.

The event sponsor hereby agrees to the following conditions:

1. The Town of Berlin, its representative(s) and/or agent(s) will be held harmless for any loss, damage, or liability incurred in connection with the event.
2. The event sponsor is appropriately insured. Proof of insurance may be required; if the event sponsor does not possess the appropriate insurance, the Town of Berlin may require the purchase of one-time event insurance through the Town of Berlin's insurance carrier.
3. The event sponsor will be responsible for any costs incurred by the Town as a result of damage done during the course of the event to Town-owned, rented, or leased properties.
4. The event sponsor and/or its participating vendors are responsible for obtaining any licenses, permits, rights-of-way, etc. for the event, including any permits required by the Worcester County Health Department, the State Highway Administration or any other agencies as appropriate. Any fees or other conditions associated with such will be the sole responsibility of the event sponsor and/or its participating vendors.
5. Activities must occur within the time frame(s) specified. It is the sponsoring organization's responsibility to ensure that vendors, performers, etc. do not set-up earlier than agreed, and will begin break-down of booths, equipment, etc. promptly. Vendors, etc. must be clear of the street/area within one hour of event ending. Private property remaining beyond one hour will be removed from the street.

By my signature below I identify myself as the representative of the above-named organization and/or the individual responsible for adherence to the conditions as set forth.

Signature: [Handwritten Signature]

Date: 3/17/16

Printed Name: J. Dale Smack

Approved by the Mayor and Council on the _____ day of _____, 20____. For _____ Opposed _____ Abstain.

xc: Mary 3/24

DETAILS OF EVENT:

Shaded areas for office use only

Street Closure	Note: Location map is required detailing streets to be blocked. Additionally, a State Highway Administration Request for Road Closure may be required.		
Will event require the closure of street(s)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Barricade locations must be marked on map.	
Blockage/Closure Time: Branch/Showell Flower/Showell Flower/Seahawk	Start: 7:45 AM	End: 9:45 AM	If streets to be closed are Main Street, Bay Street, Broad Street, Old Ocean City Blvd., or William Street, for more than one hour, State Highway Administration Road Closure Form must be completed. State Highway Form submitted if applicable? <u>N/A</u> <input type="checkbox"/>
Will on-street parking need to be cleared?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Notes: # of barricades <u>2</u>	No-Parking signs to be placed: _____
Will parking areas need to be cleared/closed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Barricades to be dropped off: <u>4/8/16 Anytime</u> Time/Date	_____ Time/date Must be placed 24 hours prior to event.

Electric	Note: The Electric Department will assist with completion of Service Form.		
Will there be vendors or activities requiring access to electricity?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Request for Electric Service form required including information from each vendor/activity requiring electric. Request for Electric Form submitted? <u>N/A</u> <input type="checkbox"/>	
Will there be banners to be hung?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, Request to Hang Banner form needed. Banner Form submitted? <input type="checkbox"/>	

Other Items/Services:	If applicable, items listed are in addition to those normally in place.		
Trash cans	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	# Required <u>—</u>	Trash cans to be placed: _____ Time/date
Picnic Tables and/or Chairs	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	# Required <u>—</u>	To be placed: _____ Time/date
Stage	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Location to be placed must be marked on map. <u>See map</u>	Stage to be placed: <u>4/8/16 Anytime</u> Time/date
Porta-potties	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	# Standard <u>2</u>	Porta-potties will be placed in the alley on Pitts Street: _____ Time/date
Signs: Other than banners or parking	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Informational signs during the event not applicable. <u>N/A</u>	If signs are for the promotion of the event (yard signs, temporary billboards, banners other than those hung by the Town Electric Department, etc.) a Sign Permit may be required. Planning Office review _____ Date Sign Permit needed/submitted? <input type="checkbox"/>
Will there be vendors/individuals selling goods or services as part of the event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Vendor's Application and Certification for Peddling and Soliciting will be required for EACH vendor participating in the event. If event/activity is in a municipal park a Business Use of Park Application will be required IN ADDITION to Vendor's Application and Certification for Peddling and Soliciting. Vendor's Permit(s) needed/submitted? <u>N/A</u> <input type="checkbox"/>	

Additional Forms Required:	Yes	No	Date Rec'd	Initials
State Highway Administration Request for Road Closure		<input checked="" type="checkbox"/>		
Park Reservation Application and Permit		<input checked="" type="checkbox"/>		
Request for Electric Service		<input checked="" type="checkbox"/>		
Request for Banner Placement		<input checked="" type="checkbox"/>		
Sign Permit		<input checked="" type="checkbox"/>		
Vendor's Application and Certification for Peddling and Soliciting		<input checked="" type="checkbox"/>		
Business Use of Park Application		<input checked="" type="checkbox"/>		
Proof of Insurance		<input checked="" type="checkbox"/>		
Other:		<input checked="" type="checkbox"/>		

St. Paul United Methodist Church Annual 5k Walk / Run

Course Outline:

Start on Branch Street in front of the church

Turn left on Showell St. prior to Rt. 113

Turn left on Flower St.

Turn right on Maple Ave.

Turn left on Elisabeth St.

Merge on Schoolfield St.

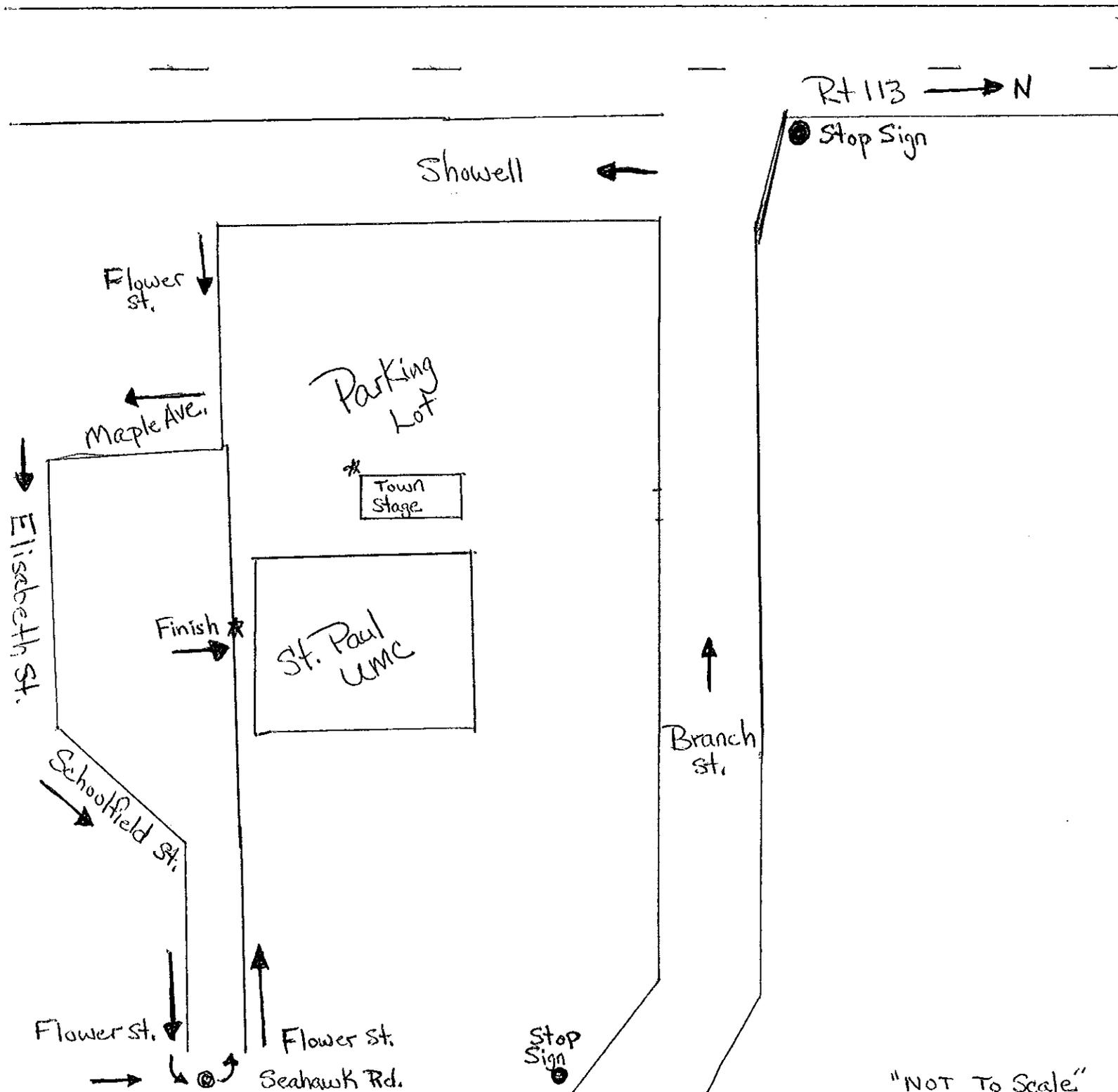
Turn right on Flower St.

**Loop around Flower St. / Seahawk Rd. back on to
Flower St. back towards the church**

Stop on Flower St. in front of the church

End of the Walk / Run Total Course 5K= 3.1 miles

St. Paul UMC 5K
April 9, 2016 8:00am



"NOT To Scale"



SPECIAL EVENT
TOWN STREET CLOSURE/REQUEST FOR SERVICES



This form must be completed in order to hold an event in the Town of Berlin on public streets or property. Additional documents from the Town of Berlin, or another entity, may be required. Please provide as much information as possible. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

FORM MUST BE COMPLETED AND SUBMITTED:

NO LESS THAN 60 DAYS IN ADVANCE OF THE EVENT IF STATE ROADS ARE TO BE CLOSED (SEE PAGE 2)

NO LESS THAN 30 DAYS IN ADVANCE OF ANY OTHER EVENT

Today's Date: 2-25-16

Event Start time: 8: AM Road Closure Start: _____

Requested Date(s) of the event: May 30, 2016

End time: 6 - PM End: _____

Name of Event: Old Fashioned Memorial Day

Location of Event: Flowers St MULTIPURPOSE

Estimated number of attendees: 1500

*If activity is in either Stephen Decatur or Henry Park, Parks Reservation form must be complete.

Applicant Name: Jesse Turner

Applicant Cell Phone: 410-641-1270

Sponsoring Organization or Business Name: _____ Email: _____

COMMUNITY IMPROVEMENT ASSOCIATION

Person(s) to Contact Day of Event: Name: Jesse Turner, Cell # 410-641-1989

Name: Gabe Purnell, Cell # 410-430-7094

Description of event: Parade Vendor Booths Activities for children
Lots of Food ENTERTAINMENT and FUN

The event sponsor hereby agrees to the following conditions:

1. The Town of Berlin, its representative(s) and/or agent(s) will be held harmless for any loss, damage, or liability incurred in connection with the event.
2. The event sponsor is appropriately insured. Proof of insurance may be required; if the event sponsor does not possess the appropriate insurance, the Town of Berlin may require the purchase of one-time event insurance through the Town of Berlin's insurance carrier.
3. The event sponsor will be responsible for any costs incurred by the Town as a result of damage done during the course of the event to Town-owned, rented, or leased properties.
4. The event sponsor and/or its participating vendors are responsible for obtaining any licenses, permits, rights-of-way, etc. for the event, including any permits required by the Worcester County Health Department, the State Highway Administration or any other agencies as appropriate. Any fees or other conditions associated with such will be the sole responsibility of the event sponsor and/or its participating vendors.
5. Activities must occur within the time frame(s) specified. It is the sponsoring organization's responsibility to ensure that vendors, performers, etc. do not set-up earlier than agreed, and will begin break-down of booths, equipment, etc. promptly. Vendors, etc. must be clear of the street/area within one hour of event ending. Private property remaining beyond one hour will be removed from the street.

By my signature below I identify myself as the representative of the above-named organization and/or the individual responsible for adherence to the conditions as set forth.

Signature: Jesse Turner Date: 2-25-16

Printed Name: Jesse Turner

Approved by the Mayor and Council on the _____ day of _____, 20____. For _____ Opposed _____ Abstain.

DETAILS OF EVENT:

Shaded areas for office use only

Street Closure		Note: Location map is required detailing streets to be blocked. Additionally, a State Highway Administration Request for Road Closure may be required.	
Will event require the closure of street(s)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Barricade locations must be marked on map.	
Blockage/Closure Time:	Start: _____ End: _____	If streets to be closed are Main Street, Bay Street, Broad Street, Old Ocean City Blvd., or William Street, for more than one hour, State Highway Administration Road Closure Form must be completed.	
		State Highway Form submitted if applicable? <input type="checkbox"/>	
Will on-street parking need to be cleared?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Notes: # of barricades <u>8</u>	No-Parking signs to be placed:
Will parking areas need to be cleared/closed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Barricades to be dropped off: <u>7:30 A.M.</u> Time/Date	<u> </u> Time/date Must be placed 24 hours prior to event.
		<u>May 30</u>	

Electric		Note: The Electric Department will assist with completion of Service Form.	
Will there be vendors or activities requiring access to electricity?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Request for Electric Service form required including information from each vendor/activity requiring electric.	
		Request for Electric Form submitted?	<input checked="" type="checkbox"/>
Will there be banners to be hung?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Request to Hang Banner form needed. Banner Form submitted?	<input checked="" type="checkbox"/>

Other Items/Services:		If applicable, items listed are in addition to those normally in place.	
Trash cans	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Required _____	Trash cans to be placed: <u>7:30 AM</u> Time/date <u>May 30</u>
Picnic Tables and/or Chairs	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	# Required _____ # Required _____	To be placed: _____ Time/date
Stage	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Location to be placed must be marked on map.	Stage to be placed: <u>7:30 A.M.</u> Time/date <u>May 30</u> <u>Next to American Legion</u>
Porta-potties	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Standard <u>2</u> # Accessible <u>1</u>	Porta-potties will be placed in the alley on Pitts Street: <u>Right side of Multi Purpose Building</u> Time/date <u> </u>
Signs: Other than banners or parking	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Informational signs during the event not applicable.	If signs are for the promotion of the event (yard signs, temporary billboards, banners other than those hung by the Town Electric Department, etc.) a Sign Permit may be required. Planning Office review _____ Date Sign Permit needed/submitted? <input type="checkbox"/>
Will there be vendors/individuals selling goods or services as part of the event?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Vendor's Application and Certification for Peddling and Soliciting will be required for EACH vendor participating in the event. If event/activity is in a municipal park a Business Use of Park Application will be required IN ADDITION to Vendor's Application and Certification for Peddling and Soliciting. Vendor's Permit(s) needed/submitted? <input type="checkbox"/>	

Additional Forms Required:	Yes	No	Date Rec'd	Initials
State Highway Administration Request for Road Closure				
Park Reservation Application and Permit	<input checked="" type="checkbox"/>		<u>2-25-16</u>	<u>ST</u>
Request for Electric Service	<input checked="" type="checkbox"/>		<u>2-25-16</u>	<u>ST</u>
Request for Banner Placement	<input checked="" type="checkbox"/>		<u>2-25-16</u>	<u>ST</u>
Sign Permit				
Vendor's Application and Certification for Peddling and Soliciting				
Business Use of Park Application				
Proof of Insurance				
Other:				



SPECIAL EVENT
REQUEST FOR ELECTRIC



This form is in addition to the "Town Street Closure/Request for Services form. This form must be completed if electric service is required for any vendor/activity for an event. It is the event organizer's responsibility to coordinate with vendors regarding their electric needs; Berlin Electric Department staff will be glad to assist with any questions. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

Today's Date: 2-25-16

Event start time: 8: AM

Date(s) of the event: May 30, 2016

Event end time: 6: PM

Name of Event: OLD FASHIONED MEMORIAL DAY

Number of vendors/activities needing electric service: 2

Contact Name: JESSE TURNER

Contact Phone (Day): 410-641-1270

Sponsoring Organization COMMUNITY IMPROVEMENT ASSOCIATION

Email: /

Signature: Jesse Turner

Date: 2-25-16

Printed Name: JESSE TURNER

Side 2 must be completed.

NOTE: Electric service is available only in specific locations.

1. Complete the reverse of this form to determine vendors' electric needs. Your vendors should know their requirements.
2. Contact the Berlin Electric Department to discuss needs and to assist in determining the best location for specific vendors/activities requiring electric service.

Electric Utility Director Tim Lawrence
410-629-1713
tlawrence@berlinmd.gov

Reviewed by the Electric Utility Department: Date: _____ Initials: _____

Comments _____



TOWN OF BERLIN PARK RESERVATION FORM



THIS FORM MUST BE COMPLETED AND DELIVERED TO TOWN HALL WITH DEPOSIT IN ORDER TO CONFIRM RESERVATION. NO VERBAL RESERVATIONS WILL BE ACCEPTED.

TODAY'S DATE: 2-25-16

EVENT/ACTIVITY DATE: May 30 TIME FROM: 8am TO: 6pm
Anticipated # of attendees _____

NAME: Jesse Turner

ADDRESS: 112 N. Main Street
Berlin, MD 21811

PHONE: 410-641-1270

EMAIL: _____

ORGANIZATION: BCIA
(IF APPLICABLE)

WILL EVENT INVOLVE SALE OF GOODS OR SERVICES: YES NO
If yes, Business Use of Park Application must be completed and approved by the Mayor and Council. Form must be submitted no less than 60 days prior to the event.

DESCRIPTION OF EVENT/ACTIVITY: Old Fashioned Memorial Day

FACILITY REQUESTED-Check all that apply

<input type="checkbox"/> Dr. William Edward Henry Park, Flower Street:		Water needed? (hose bib turned on only by request) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Full Use <input checked="" type="checkbox"/> Partial Use _____			
<input checked="" type="checkbox"/> Pavilion Deposit of \$50.00 per day required	<input checked="" type="checkbox"/> Basketball Courts #1 <input checked="" type="checkbox"/> #2 <input checked="" type="checkbox"/> #3 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Picnic Tables # needed _____	<input checked="" type="checkbox"/> Play Equipment

<input type="checkbox"/> Stephen Decatur Park, Tripoli Street:		Water needed? (hose bib turned on only by request) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Full Use _____ Partial Use _____			
<input type="checkbox"/> Pavilion Deposit of \$50.00 per day required	<input type="checkbox"/> Tennis Courts #1 _____ #2 _____ #3 _____ 4 _____	<input type="checkbox"/> Picnic Tables # needed _____	<input type="checkbox"/> Play Equipment

Notes/Comments: _____

FEES:

ELECTRIC: <input type="checkbox"/> YES <input type="checkbox"/> NO Electric fee will be \$10.00 per day. <i>MC</i>	Pavilion: \$50 X ___ (# of days) = <i>MC</i> Electric: \$10 X ___ (# of days) = _____	Total Due: _____ Note Deposit of \$25.00 will be returned to user if park is left in good condition after use.
---	--	---

I, the undersigned have been provided with a copy of the Park rules and regulations and I understand that I must adhere to the same rules. If I fail to adhere to the Park rules and regulations, the Town of Berlin reserves the right to refuse to reserve the park in my name in the future. Deposits for use of the pavilion and electric must be paid at time of reservation or date will not be held. I am responsible for collection and removal of all trash associated with my event. I understand that vehicles are not permitted in the parks beyond the parking lots. NO EXCEPTIONS.

Signature: Jesse Turner Date: 2-25-16

Office Use:	Date: _____
Clerk: _____ Deposit Pd: \$ _____ Date: \$ _____	Refund: <input type="checkbox"/> YES <input type="checkbox"/> NO PO #: _____



SPECIAL EVENT
REQUEST FOR ELECTRIC



This form is in addition to the "Town Street Closure/Request for Services form. This form must be completed if electric service is required for any vendor/activity for an event. It is the event organizer's responsibility to coordinate with vendors regarding their electric needs; Berlin Electric Department staff will be glad to assist with any questions. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

Today's Date: 2-25-16

Event start time: 8: AM

Date(s) of the event: May 30, 2016

Event end time: 6: PM

Name of Event: OLD FASHIONED MEMORIAL DAY

Number of vendors/activities needing electric service: 2

Contact Name: JESSE TURNER

Contact Phone (Day): 410-641-1270

Sponsoring Organization COMMUNITY IMPROVEMENT ASSOCIATION

Email: /

Signature: Jesse Turner

Date: 2-25-16

Printed Name: JESSE TURNER

Side 2 must be completed.

NOTE: Electric service is available only in specific locations.

1. Complete the reverse of this form to determine vendors' electric needs. Your vendors should know their requirements.
2. Contact the Berlin Electric Department to discuss needs and to assist in determining the best location for specific vendors/activities requiring electric service.

Electric Utility Director Tim Lawrence
410-629-1713
tlawrence@berlinmd.gov

Reviewed by the Electric Utility Department: Date: _____ Initials: _____

Comments _____

DETAILS OF EVENT: Please copy this page as needed.

Vendor: _____ Phone: _____

Primary Contact: _____

Vendor Type: _____

Load Information

Lighting	_____	KW
Cooking	_____	KW
Water Heating	_____	KW
Miscellaneous	_____	KW
Specify Unusual Motors	_____	KW
Other: _____	_____	KW
Total Load	_____	KW
Specify Voltage	_____	KW

Location of Service: _____
(determined w/Electric Department)

Vendor: _____ Phone: _____

Primary Contact: _____

Vendor Type: _____

Load Information

Lighting	_____	KW
Cooking	_____	KW
Water Heating	_____	KW
Miscellaneous	_____	KW
Specify Unusual Motors	_____	KW
Other: _____	_____	KW
Total Load	_____	KW
Specify Voltage	_____	KW

Location of Service: _____
(determined w/Electric Department)

Vendor: _____ Phone: _____

Primary Contact: _____

Vendor Type: _____

Load Information

Lighting	_____	KW
Cooking	_____	KW
Water Heating	_____	KW
Miscellaneous	_____	KW
Specify Unusual Motors	_____	KW
Other: _____	_____	KW
Total Load	_____	KW
Specify Voltage	_____	KW

Location of Service: _____
(determined w/Electric Department)

Vendor: _____ Phone: _____

Primary Contact: _____

Vendor Type: _____

Load Information

Lighting	_____	KW
Cooking	_____	KW
Water Heating	_____	KW
Miscellaneous	_____	KW
Specify Unusual Motors	_____	KW
Other: _____	_____	KW
Total Load	_____	KW
Specify Voltage	_____	KW

Location of Service: _____
(determined w/Electric Department)

Vendor: _____ Phone: _____

Primary Contact: _____

Vendor Type: _____

Load Information

Lighting	_____	KW
Cooking	_____	KW
Water Heating	_____	KW
Miscellaneous	_____	KW
Specify Unusual Motors	_____	KW
Other: _____	_____	KW
Total Load	_____	KW
Specify Voltage	_____	KW

Location of Service: _____
(determined w/Electric Department)

Vendor: _____ Phone: _____

Primary Contact: _____

Vendor Type: _____

Load Information

Lighting	_____	KW
Cooking	_____	KW
Water Heating	_____	KW
Miscellaneous	_____	KW
Specify Unusual Motors	_____	KW
Other: _____	_____	KW
Total Load	_____	KW
Specify Voltage	_____	KW

Location of Service: _____
(determined w/Electric Department)



SPECIAL EVENT
REQUEST TO HANG BANNER



This form is in addition to the "Town Street Closure/Request for Services form". Banners to be hung must meet the specifications listed below. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

Today's Date: 2-25-16

Dates banners to be hung: May 23 to May 31

Date(s) of the event: May 30, 2016

Please note: Hanging of banners is dependent on a number of factors, including weather, availability of personnel/equipment, and placement of banners for other events.

Name of Event: Old Fashioned Memorial Day

Contact Name: Jesse Turner

Contact Phone (Day): 410 641-1270

Sponsoring Organization COMMUNITY IMPROVEMENT
ASSOCIATION

Email: _____

Signature: Jesse Turner

Date: 2-25-16

Printed Name: Jesse Turner

Banner Specifications:

1. Must be made of a strong, durable material with wind stabilizing holes cut into it.
2. Must have grommets every 2' along the top and bottom
3. Must not exceed 22' in length and be between 34" and 36" in width.

Available Locations: please check desired location(s)

- North Main & Harrison Ave (near Fire Company)
- South Main & Buckingham (near Worcester Preparatory)
- Bay & Flower Street

NOTE:

1. Suitable locations for banners are limited; the Town of Berlin cannot hang banners on private property/privately owned structures, poles, etc.
1. The Berlin Electric Department reserves the right to refuse to hang any banner for any reason within their discretion.
2. It is the responsibility of the organization to purchase and supply the banner(s).
3. The organization is responsible for delivering the banner to the Berlin Electric Department and for picking-up the banner after display. Banners not picked up within 30 days following the date of the event may be destroyed/disposed of.

Questions:

Electric Utility Director Tim Lawrence
410-629-1713
tlawrence@berlinmd.gov

Reviewed by the Electric Utility Department: Date: _____ Initials: _____

Comments _____

20



SPECIAL EVENT
TOWN STREET CLOSURE/REQUEST FOR SERVICES



This form must be completed in order to hold an event in the Town of Berlin on public streets or property. Additional documents from the Town of Berlin, or another entity, may be required. Please provide as much information as possible. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

FORM MUST BE COMPLETED AND SUBMITTED:

FEB 26 '16 PM 1:37

NO LESS THAN 60 DAYS IN ADVANCE OF THE EVENT IF STATE ROADS ARE TO BE CLOSED (SEE PAGE 2)

NO LESS THAN 30 DAYS IN ADVANCE OF ANY OTHER EVENT

Today's Date: 2/23/16

Event Start time: 3:00

Road Closure Start: /

Requested Date(s) of the event: JUNE 11th 2016

End time: 6:00

End: /

Name of Event: Afternoon on the Lawn

Location of Event: Grounds of the CAT Museum

*If activity is in either Stephen Decatur or Henry Park, Parks Reservation form must be complete.

Estimated number of attendees: 200

Applicant Name: Berlin Heritage Foundation

Applicant Cell Phone: 443-880-7808 SUSAN TAYLOR

Sponsoring Organization or Business Name: Berlin Heritage Found

Email: mreed748@gmail.com
PRYOR HOUSE MUSEUM @ VERLTO.NET

Person(s) to Contact Day of Event: Name: Melissa Reed, Cell # 443-365-2014
Name: Lisa Cook, Cell # 410-430-8123

Description of event: FUNDRAISER FOR BERLIN HERITAGE FOUNDATION TEA PARTY ON THE LAWN / BENCH DEDICATION

The event sponsor hereby agrees to the following conditions:

1. The Town of Berlin, its representative(s) and/or agent(s) will be held harmless for any loss, damage, or liability incurred in connection with the event.
2. The event sponsor is appropriately insured. Proof of insurance may be required; if the event sponsor does not possess the appropriate insurance, the Town of Berlin may require the purchase of one-time event insurance through the Town of Berlin's insurance carrier.
3. The event sponsor will be responsible for any costs incurred by the Town as a result of damage done during the course of the event to Town-owned, rented, or leased properties.
4. The event sponsor and/or its participating vendors are responsible for obtaining any licenses, permits, rights-of-way, etc. for the event, including any permits required by the Worcester County Health Department, the State Highway Administration or any other agencies as appropriate. Any fees or other conditions associated with such will be the sole responsibility of the event sponsor and/or its participating vendors.
5. Activities must occur within the time frame(s) specified. It is the sponsoring organization's responsibility to ensure that vendors, performers, etc. do not set-up earlier than agreed, and will begin break-down of booths, equipment, etc. promptly. Vendors, etc. must be clear of the street/area within one hour of event ending. Private property remaining beyond one hour will be removed from the street.

By my signature below I identify myself as the representative of the above-named organization and/or the individual responsible for adherence to the conditions as set forth.

Signature: Jane C. Bueck

Date: 2/23/16

Printed Name: JANE C BUECK

Approved by the Mayor and Council on the _____ day of _____, 20____. For _____ Opposed _____ Abstain.

XC
MAR 3/24

DETAILS OF EVENT:

Shaded areas for office use only

Street Closure		Note: Location map is required detailing streets to be blocked. Additionally, a State Highway Administration Request for Road Closure may be required.	
Will event require the closure of street(s)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Barricade locations must be marked on map.	
Blockage/Closure Time:	Start: _____ End: _____	If streets to be closed are Main Street, Bay Street, Broad Street, Old Ocean City Blvd., or William Street, for more than one hour, State Highway Administration Road Closure Form must be completed. State Highway Form submitted if applicable? <input type="checkbox"/>	
Will on-street parking need to be cleared?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Notes: # of barricades _____	No-Parking signs to be placed: _____ Time/date
Will parking areas need to be cleared/closed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Barricades to be dropped off: _____ Time/Date	Must be placed 24 hours prior to event.

Electric		Note: The Electric Department will assist with completion of Service Form.	
Will there be vendors or activities requiring access to electricity?	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Request for Electric Service form required including information from each vendor/activity requiring electric.	<input checked="" type="checkbox"/>
Will there be banners to be hung?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Request for Electric Form submitted?	<input checked="" type="checkbox"/>
		If yes, Request to Hang Banner form needed. Banner Form submitted?	<input type="checkbox"/>

Other Items/Services:		If applicable, items listed are in addition to those normally in place.	
Trash cans	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Required <u>3</u>	Trash cans to be placed: <u>JUNE 10th ANYTIME</u> Time/date
Picnic Tables and/or Chairs	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	# Required _____ # Required _____	To be placed: _____ Time/date
Stage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Location to be placed must be marked on map.	Stage to be placed: _____ Time/date
Porta-potties	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	# Standard <u>2</u> # Accessible <u>1</u>	Porta-potties will be placed in the alley on Pitts Street; _____ Time/date
Signs: Other than banners or parking	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Informational signs during the event not applicable.	If signs are for the promotion of the event (yard signs, temporary billboards, banners other than those hung by the Town Electric Department, etc.) a Sign Permit may be required. Planning Office review _____ Date Sign Permit needed/submitted? <input type="checkbox"/>
Will there be vendors/individuals selling goods or services as part of the event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Vendor's Application and Certification for Peddling and Soliciting will be required for EACH vendor participating in the event. If event/activity is in a municipal park a Business Use of Park Application will be required IN ADDITION to Vendor's Application and Certification for Peddling and Soliciting. Vendor's Permit(s) needed/submitted? <input type="checkbox"/>	

Additional Forms Required:	Yes	No	Date Rec'd	Initials
State Highway Administration Request for Road Closure		X	2.26	
Park Reservation Application and Permit		X	2.26	
Request for Electric Service	X	X	2.26	Y
Request for Banner Placement		X		
Sign Permit		X		
Vendor's Application and Certification for Peddling and Soliciting		X		
Business Use of Park Application		X		
Proof of Insurance	X		2.26	Y
Other:				



SPECIAL EVENT
REQUEST FOR ELECTRIC



This form is in addition to the "Town Street Closure/Request for Services form. This form must be completed if electric service is required for any vendor/activity for an event. It is the event organizer's responsibility to coordinate with vendors regarding their electric needs; Berlin Electric Department staff will be glad to assist with any questions. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

Today's Date: 2/23/16 Event start time: 3:00

Date(s) of the event: 6/11/16 Event end time: 6:00

Name of Event: AFTERNOON ON THE LAWN

Number of vendors/activities needing electric service: PORTA POTTY

Contact Name: SUSAN TAYLOR Contact Phone (Day): 410-641-1019

Sponsoring Organization CBT Email: TAYLOR HOUSE MUSEUM@VEK1001NE1

Signature: Janet C. Quick Date: 2/23/16

Printed Name: JANET C. QUICK

Side 2 must be completed.

NOTE: Electric service is available only in specific locations.

1. Complete the reverse of this form to determine vendors' electric needs. Your vendors should know their requirements.
2. Contact the Berlin Electric Department to discuss needs and to assist in determining the best location for specific vendors/activities requiring electric service.

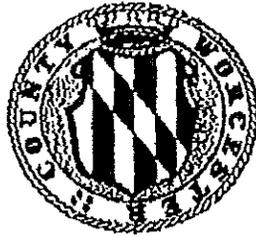
Electric Utility Director Tim Lawrence
410-629-1713
tlawrence@berlinmd.gov

Reviewed by the Electric Utility Department: Date: _____ Initials: _____

Comments _____

DETAILS OF EVENT: Please copy this page as needed.

<p>Vendor: <u>TAYLOR HOUSE</u> Phone: <u>410-641-1019</u></p> <p>Primary Contact: <u>SUSAN TAYLOR</u></p> <p>Vendor Type: <u>FRESH PORTA POTTY</u></p> <p>Load Information</p> <table style="width:100%; border: none;"> <tr><td>Lighting</td><td>_____</td><td>KW</td></tr> <tr><td>Cooking</td><td>_____</td><td>KW</td></tr> <tr><td>Water Heating</td><td>_____</td><td>KW</td></tr> <tr><td>Miscellaneous</td><td>_____</td><td>KW</td></tr> <tr><td>Specify Unusual Motors</td><td>_____</td><td>KW</td></tr> <tr><td>Other:</td><td>_____</td><td>KW</td></tr> <tr><td>Total Load</td><td>_____</td><td>KW</td></tr> <tr><td>Specify Voltage</td><td>_____</td><td>KW</td></tr> </table> <p>Location of Service: <u>BAKER ST</u> (determined w/Electric Department)</p>	Lighting	_____	KW	Cooking	_____	KW	Water Heating	_____	KW	Miscellaneous	_____	KW	Specify Unusual Motors	_____	KW	Other:	_____	KW	Total Load	_____	KW	Specify Voltage	_____	KW	<p>Vendor: _____ Phone: _____</p> <p>Primary Contact: _____</p> <p>Vendor Type: _____</p> <p>Load Information</p> <table style="width:100%; border: none;"> <tr><td>Lighting</td><td>_____</td><td>KW</td></tr> <tr><td>Cooking</td><td>_____</td><td>KW</td></tr> <tr><td>Water Heating</td><td>_____</td><td>KW</td></tr> <tr><td>Miscellaneous</td><td>_____</td><td>KW</td></tr> <tr><td>Specify Unusual Motors</td><td>_____</td><td>KW</td></tr> <tr><td>Other:</td><td>_____</td><td>KW</td></tr> <tr><td>Total Load</td><td>_____</td><td>KW</td></tr> <tr><td>Specify Voltage</td><td>_____</td><td>KW</td></tr> </table> <p>Location of Service: _____ (determined w/Electric Department)</p>	Lighting	_____	KW	Cooking	_____	KW	Water Heating	_____	KW	Miscellaneous	_____	KW	Specify Unusual Motors	_____	KW	Other:	_____	KW	Total Load	_____	KW	Specify Voltage	_____	KW
Lighting	_____	KW																																															
Cooking	_____	KW																																															
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BOARD OF LICENSE COMMISSIONERS
FOR WORCESTER COUNTY

ATTN: APRIL PAYNE, LIQUOR LICENSE ADMINISTRATOR
WORCESTER COUNTY GOVERNMENT CENTER
ONE WEST MARKET STREET - ROOM 1201
SNOW HILL, MARYLAND 21863
PHONE: 410-632-1908, EXTENSION 1120
e-mail: apayne@co.worcester.md.us

APPLICATION FOR SPECIAL ONE DAY PERMIT

TO BONA FIDE CONVENTIONS AND SUCH OTHER SPECIAL GROUPS
UNDER THE PROVISIONS OF THE ACTS OF THE GENERAL ASSEMBLY OF
MARYLAND AT ITS 1967 SESSION

Name of Applicant: BERLIN ^{HERITAGE} FOUNDATION Date of Application: 2-23-2016
Address of Applicant: 208 N. MAIN ST. BERLIN, MD 21811
Telephone: 410-641-1019 E-Mail: TAYLOR HOUSE MUSEUM @
Location for which Permit is sought: CALVIN B. TAYLOR HOUSE MUSEUM ^{VERESOP, MD}
Hours requested: 3:00 PM - 6:00 PM
Election District No.: 3rd
Convention or Group for which Permit sought: BERLIN HERITAGE FOUNDATION
Date for which Permit sought: JUNE 11th
If within incorporated town, has Mayor & Council approved issuance of Permit? _____
() Beer: \$100 per day (X) Beer-Wine: \$100 per day () Beer-Wine-Liquor: \$100 per day

APPROVAL MAYOR & CITY COUNCIL.

SIGNATURE OF APPLICANT

Janet C. Quaid



Mayor & Council of Berlin, Maryland

March 28, 2016

PROCLAMATION 2016-09

A PROCLAMATION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN RECOGNIZING FAIR HOUSING MONTH - APRIL, 2016

WHEREAS the Congress of the United States passed the Civil Rights Act of 1968, in which it was declared that the law of the land would guarantee the rights of equal housing opportunity, and

WHEREAS the month of April is recognized by the federal government as Fair Housing Month and realtors, developers, financial institutions, landlords, tenants and the public at-large are reminded that it is illegal to discriminate in housing on the basis of age, race, religion, sex or national origin, and

WHEREAS fair housing groups and the Maryland Department of Housing and Community Development have, over the years, received complaints of alleged illegal housing discrimination, and

WHEREAS the State of Maryland, through the Maryland Department of Housing and Community Development, supports fairness in housing through a variety of programs and working partnerships with the federal government, local governments and private sector businesses to ensure better living conditions for all Marylanders, and

WHEREAS equal housing opportunity is a condition of life in our community that can and should be achieved;

NOW THEREFORE, be it proclaimed that the MAYOR AND COUNCIL OF THE TOWN OF BERLIN hereby declare the month of April 2016 as FAIR HOUSING MONTH in the Town of Berlin and does commend this observance to all of our citizens.

WITNESS MY HAND AND SEAL, THIS 28th DAY OF MARCH, 2016

Wm. Gee Williams, III - Mayor

Laura Allen - Town Administrator



Mayor & Council of Berlin, Maryland

March 28, 2016

PROCLAMATION 2016-10

A PROCLAMATION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN RECOGNIZING THE WEEK OF APRIL 16-23, 2016 AS TAKE PRIDE IN BERLIN WEEK

WHEREAS The Town of Berlin, Maryland embodies the way of life of small town America, while providing a thoroughly modern lifestyle; and

WHEREAS the citizens of Berlin are proud of their community, their neighborhoods and their neighbors; and

WHEREAS the organizations that call Berlin home are dedicated to maintaining and enhancing the many positive aspects of our community; and

WHEREAS the volunteer spirit of our citizens enables lasting and effective partnerships of people, organizations, commercial ventures and municipal government to make our town a wonderful place to live, work and visit; and

WHEREAS our Town boasts many characteristics that make evident the efforts of past and current generations to uphold the values of our citizens through stewardship of the natural, cultural, and civic environment,

NOW THEREFORE, be it proclaimed that the MAYOR AND COUNCIL OF THE TOWN OF BERLIN hereby declare the week of April 16-23, 2016 as the 5th Annual Take Pride in Berlin Week.

WITNESS MY HAND AND SEAL, THIS 28TH DAY OF MARCH, 2016

Wm. Gee Williams, III - Mayor

Laura Allen - Town Administrator



ORDINANCE NO. 2016-01

ON ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND, A MUNICIPAL CORPORATION, AMENDING CHAPTER 108 "ZONING," SECTION 108-464, TO ADD, AS A SUBPART, A PRINCIPAL USE IN THE B-2 SHOPPING DISTRICT

WHEREAS, sections 4-203 and 204 of the Land Use Article of the Maryland Code authorize the legislative body of a municipality to amend its zoning regulations in the manner that the legislative body provides for such action, and Chapter 108, Article III, provides that such action may be initiated by the to petition of any owner or contract purchaser of property; and

WHEREAS, such a petition has been submitted for amendment of section 108-464 of Chapter 108 to add a permitted principal use in the B-2 Shopping District ,and referred to the Planning and Zoning Commission, which at its meeting on March 9, 2016 considered the petition and information submitted by the petitioner and voted to recommend the amendment by adding the text proposed by the petition with the omission of certain wording; and

WHEREAS, the petitioner has requested that the amendment be made by adding the text that the Planning and Zoning Commission recommended, which is stated below: and

WHEREAS, this ordinance was introduced at the March 28, 2016 meeting of the Mayor and Council, and at its meeting on April 11, 2016 the Mayor and Council held a public hearing on such amendment, having published the notice required by section 4-203 (b)(2) of the Land Use Article and section 108-215(b) of Chapter 108 in the , 2016 editions of the
 ; and

WHEREAS, following the events mentioned above, the Council of the Town of Berlin, being its legislative body, finds that such amendment will serve the public necessity, convenience, general welfare and good zoning practice.

NOW, THEREFORE, be it ordained that by vote of ____ members of the Council at its meeting on April 11, 2016 that section 108-464 of Chapter 108, Zoning, is amended by addition of the following subpart as a principal use in the B-2 Shopping District:

- (15) Churches and parish houses, and the cultural, educational and recreational activity of its members, worshipers and their invitees, conducted as the sole principal use on a lot or contiguous lots.

To become effective no sooner than ten (10) days after the public hearing in order to conform to section 4-203(b)(3) of the Land Use Article.

Approved this _____ day of _____, 2016 by the Mayor and the Town of Berlin, Maryland, by affirmative vote of _____ to _____ opposed, with _____ abstaining.

Elroy Brittingham Sr, Vice President

Approved this _____ day of _____, 2016 by the Mayor and Town of Berlin

ATTEST:

Wm. Gee Williams, III, Mayor

Laura Allen, Town Administrator



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

Phone 410-641-2770 Fax 410-641-2316

www.berlinmd.gov



Mayor and Council

March 14, 2016

Town of Berlin, MD

10 William Street

Berlin, MD 21811

Mayor and Council,

At its meeting of March 9, 2016, the Berlin Planning Commission, acting on a request from the contract purchaser, SonRise Church, passed a motion to recommend to the Mayor and Council an amendment to the Town Code Division 7, B-2 Shopping District, Section 108-464, Principal Uses, with the addition of Sub Item (15) to read:

“(15) Churches and parish houses, and the cultural, educational and recreational activity of its members, worshipers and their invitees, conducted as the sole principal use on a lot or contiguous lots.”

This Text Amendment would permit churches within the B-2 Shopping District as a permitted principal use, where previously churches were only allowed within the R-1 Residential District.

Sincerely,

Christopher Denny

Chairman



RESOLUTION 2016-07

ON ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND, A MUNICIPAL CORPORATION, AMENDING CHAPTER 108 "ZONING," SECTION 108-300, TO REZONE PROPERTY DESIGNATED PARCEL 0050 ON WORCESTER COUNTY TAX MAP 0025 IN THE B-2 SHOPPING DISTRICT

WHEREAS, sections 4-203 and 204 of the Land Use Article of the Maryland Code authorize the legislative body of a municipality to amend its zoning map in the manner that the legislative body shall provide in order to change the classification of property and Chapter 108, Article III, provides for such action, pursuant to petition of any owner or contract purchaser of property; and

WHEREAS, the contract purchaser of the property identified herein has submitted a petition for its reclassification in the B-2 Shopping District, to which the current owner of the property consents, and the petition has been referred to the Planning and Zoning Commission, which at its meeting on March 9, 2016 considered the petition and information submitted by the petitioner and voted to recommend such reclassification based upon a substantial change in the character of the neighborhood in which the property is located; and

WHEREAS, this ordinance was introduced at the March 28, 2016 meeting of the Mayor and Council, and at its meeting on April 11, 2016, the Mayor and Council held a public hearing on such reclassification, having published the notice required by section 4-203(b)(2) of the Land Use Article and section 108-215(b) of Chapter 108 in the , 2016 editions of the ; and

WHEREAS, following the events mentioned above, the Council of the Town of Berlin, being its legislative body, finds that such reclassification will serve the public necessity, convenience, general welfare and good zoning practice for reasons stated in the attached document entitled "Findings of Fact Regarding Rezoning of Parcel 50 on Tax Map 25.

NOW, THEREFORE, be it ordained by vote of ____ members of the Council at its meeting on April 11, 2016 that the zoning map specified in section 108-300 of Chapter 108, is amended to change the boundaries of the districts as thereby established to reclassify that property in the B-2 Shopping District, to become effective no sooner than twenty (20) days after the approval in order to conform to section C3-10 of the Town of Berlin Charter.

Approved this _____ day of _____, 2016 by the Mayor and the Town of Berlin, Maryland, by affirmative vote of _____ to _____ opposed, with _____ abstaining.

Elroy Brittingham Sr, Vice President

Approved this _____ day of _____, 2016 by the Mayor and Town of Berlin

ATTEST:

Wm. Gee Williams, III, Mayor

Laura Allen, Town Administrator



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

Phone 410-641-2770 Fax 410-641-2316

www.berlinmd.gov



Mayor and Council

March 14, 2016

Town of Berlin, MD

10 William Street

Berlin, MD 21811

Mayor and Council,

At its meeting of March 9, 2016 the Berlin Planning Commission, acting on a request from the contract purchaser, SonRise Church, passed a motion to recommend to the Mayor and Council the rezoning of Worcester County Tax Map No. 25, Parcel 50, more commonly known as the Merial Select property, from M-1 Light Industrial District to B-2 Shopping District.

Sincerely,

Christopher Denny

Chairman

TOWN ADMINISTRATOR'S REPORT

March 28, 2016

Purchase Orders (numeric order)

201601466

Stuart Irby Co.

Substation Regulators Bid

10-4230-4092

\$50,322.00